

Approved

CMPC Economic Development Subcommittee
Meeting Minutes

Wednesday, January 31, 2007
Call to Order: 6:00 p.m.
Enterprise Bank, 237 Littleton Road

Attendees: Ryan Dunn, Jim Kottas, Bev Woods, Val Wormell
Absent: Gideon Moran

Discussion

It was agreed by consensus to postpone voting for a subcommittee chair until the full committee was present. CMPC members Paul Rohs and Victor Weisenbloom expressed interest in joining. Wormell agreed to contact them. Wormell agreed to act as recording secretary for the first meeting.

Dunn outlined a plan to solicit more input from the business community. It was agreed that more input was necessary to validate or add to the SWOT analysis prepared by NMCOG, (Northern Middlesex Council of Governments). Woods told the committee, the economic development portion of the Master Plan was contracted by NMCOG and would be separate from the Comprehensive Master Plan. Woods said the subcommittee's most valuable contribution would be to gather information for NMCOG and suggested a completion date of February 22, 2007. Raw or crude data is acceptable as NMCOG will complete the analysis.

Kottas emphasized personal contact to engage the business community. A business list will be distributed. All members will identify personal contacts. Dunn suggested conducting a second forum and will make arrangements with a target date of Thursday, February 15, 2007. The SWOT (strengths, weaknesses, opportunities and threats), format to be used.

Action Items

- Distribute list of Westford businesses to subcommittee – Dunn by 2/2
- Review list and indicate personal contacts – All to complete by 2/5
- Contact P. Rohs and V. Weisenbloom – Wormell by 2/1
- Book conference room for forum – Dunn by 2/1
- Email SWOT results and introduction to Dunn – Woods by 2/2
- Develop phone talking forms – Dunn by 2/6

Next Meeting

February 6, 2007, Enterprise Bank, 9 a.m. to approve the phone talking and email forms.

Adjournment

Adjourned 6:58 p.m. by motion (Wormell, 1st, Kottas, 2nd) and unanimous vote.

